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**Services**

**AIR FORCE SERVICES LOGISTICS SUPPORT  
PROGRAM**

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This instruction implements AFD 34-2, *Managing Nonappropriated Funds*, by providing logistics guidance for Services (SV) activities receiving appropriated fund (APF) and nonappropriated fund (NAF) support. It also spells out SV participation in the Qualified Recycling Program (QRP). This publication does not apply to Air National Guard (ANG). To fully understand the logistics process and terminology, see the referenced Department of Defense (DoD) guidance, AF Manual (AFMAN) 23-series publications, and AFMAN 34-205, *Services Logistics Support Procedures*.

**SUMMARY OF REVISIONS**

This change incorporates interim change (IC) 97-1 which provides guidance for Air Force Services (SV) Vehicle Management. Paragraphs 1.2.4 added bullets require the SV commander/division chief to budget for planned annual vehicle replacement, to perform an annual review of the vehicle program, and to ensure proper use of the nonappropriated fund (NAF) property system for its intended purposes. Paragraph 6.3 changes the priority order of property disposal methods and implements vehicle disposal by sealed bid or announced auction. Paragraph 7.2 changes TA 012 to read AS 019, and adds “core” to vehicle authorizations. Paragraph 7.3.4 bullets changed to numbers 7.3.4.1 through 7.3.4.3. Paragraphs 7.3.4.3.1 through 7.3.4.7 added to require the Vehicle Authorization Utilization Officer (VAUO) to conduct an annual review of the SV Vehicle Program with specific review criteria to review and dispose of vehicles used less than 2,000 miles per year; and adds the entire text of IC 97-1 at attachment 2. A | indicates revisions from previous edition.

## Chapter 1

### GENERAL

**1.1. Objectives.** This program provides logistic support to all SV program managers. It requires that:

- Organizations follow the guidance according to AFIs 38-101, *Air Force Organizational Structures*, and 34-101, *Services Programs and Use Eligibility*. Headquarters United States Air Force, Director of Services (HQ USAF/SV) must approve any deviations from these instructions.
- The SV Logistics Support Section (LSS) is the focal point for NAF and APF logistics matters. LSS may include a Central NAF Storeroom Section.

### **1.2. Responsibilities:**

1.2.1. HQ USAF/SV develops policy and oversees programs and funding.

1.2.2. HQ AFSVA:

- Provides management procedures for SV LSS.
- Coordinates logistics with various logistics support agencies.
- Acts as the functional manager for SV-related TAs.
- Approves all changes to TAs 410, 501, 504, and 534.
- Controls the assignment of "FF" DoD activity address codes (DoDAAC) numbers.
- Manages the SV portion of the Air Force QRP.
- Provides logistics training and assistance to base activity managers and MAJCOM staffs.

1.2.3. Major Command (MAJCOM) Director of SV:

- Implements HQ USAF logistics policies, procedures, and programs.
- Trains and assists base activity personnel and MAJCOM staff.
- Establishes a vehicle control program (VCP) at each base.
- Ensures only mission-essential APF, NAF, confiscated, and DRMO vehicles are obtained.
- Establishes procedures to identify and transfer excess NAF property.
- Notifies commands and bases of available excess NAF property.

1.2.4. SV Commander/Director:

- Approves all vehicle requirements and serves as the Vehicle Authorization Utilization Official (VAUO) for all NAF, DRMO, and confiscated vehicles.
- Establishes APF equipment accounts and appoints custodians.
- Budgets for planned annual replacement of NAF vehicles.
- Establishes an annual review of the SV Vehicle Program to update replacement planning documents and budgets.
- Ensures vehicle maintenance and inspections are scheduled, performed, and documented as required.
- Ensures the Vehicle Control Officer (VCO) oversees required inspection and maintenance activities.

- Ensures activities inform the VCO of last date of inspection and date of next inspection.
- Ensures proper use and administration of the NAF property system for its intended purpose.
- Requires all NAF, appropriated fund (APF) and Defense, Reutilization, and Marketing Office (DRMO) vehicles to be recorded on the automated vehicle management system. Includes NAF and DRMO vehicles with a zero book value.

1.2.5. Chief, SV Logistics Support Section (LSS):

- Manages, controls, and coordinates APF and NAF logistics.
- Acts as SV liaison with base supply on all supply matters.
- Serves as the alternate resources advisor.
- Acts as the focal point for all APF property and equipment subaccounts.
- Manages SV-related TAs.
- Screens excess and surplus DRMO property for the squadron.
- Maintains single point accountability for assigned excess and surplus property.
- Processes all off-base shipments and transfers of NAF property.
- Acts as the vehicle control officer (VCO) and focal point for vehicle support requirements.
- Helps activity managers identify and process equipment and supply support requirements; ensures compliance with APF and NAF inventory procedures.
- Monitors all supply reports and helps explain their content to the SV commander or director and the respective work center managers.
- Provides logistics training to activity managers.
- Reviews and coordinates on APF and NAF capital requirements budgets, all out-of-cycle NAF purchase requests, and all 5-year capital requirements and equipment plans to ensure proper fund sources are used.

## Chapter 2

### BASIC EQUIPMENT AND SUPPLY SUPPORT

**2.1. APF Support.** SV can use APFs for Category A and B MWR activities and for congressionally approved Category C activities at remote or isolated locations. AFI 65-106, *Appropriated Fund Support of Morale, Welfare and Recreation Programs and Nonappropriated Fund Instrumentalities*, spells out the specific uses and limitations.

**2.2. Table of Allowance (TA) Equipment.** Attachment 1 identifies the TAs that apply to SV activities. Changes to TAs 410 and 501 must include an SV Equipment Needs Assessment (see chapter 3).

**2.3. Requesting DRMO Property.** The LSS requisitions DRMO property.

**2.4. Receiving Equipment and Supplies.** Activity managers or designees receive, inspect, and dispose of all equipment and supplies. Forward receiving reports for NAF purchased supplies and equipment to the Financial Section (FS) no later than the first business day after receipt.

## Chapter 3

### SPECIAL AND UNUSUAL SUPPLY SUPPORT

**3.1. General Provisions.** For detailed guidance on APF support to MWR activities, see AFI 65-106. Examples of items you may purchase with APFs are as follows::

- Sports and athletic equipment and supplies for varsity, intramural, and youth activities.
- Equipment and supplies for teams and officials.
- Equipment for self-directed sports and athletics.
- Gymnasium equipment such as scoreboards, signs, backboards, nets, and backboard adapters.
- Equipment required for operating and maintaining outdoor athletic courts and fields.
- SV mobility team kit items not specifically referred to in the main body of the TA.
- Specific types of indoor or outdoor furniture required for an approved APF construction or renovation project.
- Playground equipment for established playgrounds associated with picnic, recreation areas, and child development center areas.
- Indoor and outdoor equipment, and supplies for center and family day care programs.
- Tools and hardware for in-house maintenance and operation of Category A and B activities.
- Substitute items to meet available power-source requirements.
- Supplies to locally manufacture the bins, shelves, pallets, counters, partitions, racks, and similar items required by SV work centers (except for Category C activities).

**3.2. Mortuary Supplies and Equipment.** For information on hardwood flag cases, memorial register books, and supplies expended on actual search and recovery operations, see AFMAN 34-508, *Mortuary Affairs*.

**3.3. Additional Fitness Center and Exercise Rooms.** Unit level physical fitness equipment is authorized under certain conditions. To establish a unit mini-fitness center (see the preface to TA-410 and AFMAN 34-205):

3.3.1. The requesting organizational commander:

- Funds all purchases.
- Maintains accountability controls (AFR 20-14, *Management of Government Property in the Possession of the Air Force*.)
- Ensures equal access for all active duty personnel.
- Provides maintenance.
- Monitors safety, security, and sanitation.

3.3.2. The SV fitness custodian:

- Orders required equipment.
- Arranges to transfer equipment upon receipt of the requesting organization's CA/CRL.

- Semiannually reviews the Equipment Management Data Listing (QO9) to confirm that it lists all mini-fitness center equipment.
- Retains approved documentation for all mini-fitness centers.

**3.4. SV Equipment Needs Assessment.** The Air Force Equipment Management System policy of exceeding the basis of issue (BOI) for base funded equipment excludes TAs 410 and 501. Before requisitioning or submitting an item in a base-procured investment equipment (BPIE) budget, use the Needs Assessment Form in AFMAN 34-205 to substantiate all purchases and validate all SV Budget Code Z items.

**3.5. Accounting for Equipment no Longer Receiving APF Support.** Activities that generate revenue may retain in-use equipment originally paid for with APFs, even if those funds are totally or partially withdrawn and exceed the TA BOI. The activity custodian transfers this equipment to Allowance Source Code (ASC) 083, and:

- Maintains ASC 083 equipment with NAFs.
- Does not redistribute ASC 083 assets to satisfy non-SV activities. (See AFMAN 23-110, *United States Air Force Supply Manual [formerly AFM 67-1]*.)

## Chapter 4

### EXCESS AND SURPLUS SUPPLY SUPPORT

**4.1. Support Entitlement.** All SV activities can acquire DoD and Air Force excess and surplus property. LSS submits requisitions through base supply or directly to DRMO if SV has a DoDACC on file with the Defense Automatic Addressing System Office (DAASO). The SV commander or director annually, in writing, grants this authority to the chiefs of supply and DRMO.

**NOTE:**

You may not acquire excess or surplus handguns for SV activities.

**4.1.1. Requests for DRMO Items Submitted to Base Supply.** Use procedures established for property acquired from the chief of supply to account for these items. (See AFMAN 23-110 for clarification of priorities and categories.)

**4.1.2. Requests Submitted Directly to the DRMO From SV Citing the "FF" DoDAAC.** Use this support category only for administrative and other purposes that will not directly benefit an individual. Such requisitions must contain:

- The SV account number and the signature of the SV accountable officer.
- A statement that the Air Force separately identify excess nonreimbursable property from excess reimbursable property.
- A statement that when the Air Force no longer needs nonreimbursable property, the Air Force will turn it in to the nearest DRMO without compensation to SV.

**4.2. Excess Aircraft and Watercraft.** Headquarters Air Force Services Agency, Directorate of Programs (HQ AFSVA/SVP) is the office of primary responsibility (OPR) for controlling, disposing of, and accounting for excess aircraft and watercraft.

## Chapter 5

### PROPERTY CONTROL AND ACCOUNTABILITY

**5.1. Assigning APF Equipment Custodians.** The SV commander or director assigns all equipment custodians through a letter to the chief of supply.

5.1.1. Work center custodians are responsible for controlling, accounting for, using, and disposing of property.

5.1.2. When one custodian replaces another, the old and new custodians conduct an inventory and resolve all discrepancies before transferring custodial responsibility.

**5.2. Assigning NAF Equipment Custodians.** The RMFC appoints subaccount NAF equipment custodians, as appropriate. The RMFC has primary custody for all NAF property. (See AFI 34-209, *NAF Financial Management and Accounting*, for accountability of NAF property.)

**5.3. Processing APF Equipment Transactions.** The LSS processes all transactions involving APF equipment. Equipment custodians may not loan APF equipment between accounts without proper documentation.

**5.4. Equipment Custodian Files.** Custodian files for equipment must contain:

- Custodian Authorization/Custody Receipt Listings (CA/CRL) for the primary or subaccount.
- Suspense copies of forms and correspondence requesting TA changes, authorization, or any type of support.
- Local policies and procedures.

**5.5. Subaccount Custodian Files.** Subaccount custodian files must contain:

- A master CA/CRL for the squadron.
- Individually receipted subaccount CA/CRLs.
- Suspense and completed copies of AF Forms 601, **Equipment Action Request**.
- Copies of daily document registers and other machine-produced management products.

**5.6. Due-out Review and Validation.** Once each fiscal quarter, the Chief, LSS, ensures that the user reviews each due-out to verify that all items remaining or annotated on the list are current and valid.

**5.7. Responsibility for Excess and Surplus Property:**

5.7.1. The Chief, LSS, is primarily responsible for property acquired from DRMO.

5.7.2. Work center managers serve as subaccount custodians.

5.7.3. The APF equipment custodian also serves as the excess and surplus property subaccount custodian.



**5.8. Excess and Surplus Property Files.** The LSS maintains a single file for DRMO-acquired excess and surplus accountable property and property seized by the GSA and assigned to a work center. Each file contains all issue, receipt, and turn-in documents relating to the property.

## Chapter 6

### INVENTORYING, IDENTIFYING, TRANSFERRING, AND DISPOSING OF PROPERTY

#### 6.1. Taking Physical Inventory:

6.1.1. The equipment custodian inventories APF Equipment:

- Annually.
- When one custodian replaces another.
- As directed in AFMAN 23-110 (formerly AFM 67-1).

6.1.2. The logistics support section inventories DRMO and confiscated property:

- Annually.
- When the LSS changes custodians.

6.1.3. The appropriate personnel inventory NAF property as required by AFI 34-209, *NAF Financial Management and Accounting*.

6.1.4. Equipment custodians and work-center managers ensure that personnel properly mark all APF, NAF, and DRMO property.

#### 6.2. Turning in APF and NAF Equipment:

6.2.1. Equipment custodians turn in excess APF equipment as soon as possible after declaring it excess.

6.2.2. The work center custodian turns in NAF property after the NAF Instrumentality (NAFI) custodian gives approval and the disposal instructions.

**6.3. Disposing of Unneeded NAF Property.** When serviceable or unserviceable items are not needed, dispose of them promptly. When disposing of serviceable property, first consider whether or not it should be used as a trade-in on the purchase of a new or similar item (see paragraph 6.3.1.1 below). When trade-in is not in the best interest of the owning NAFI, the Resource Management Flight Chief (RMFC) first determines if the items for disposal (furniture, fixtures, or equipment) are available in a large enough quantity to be useful to another base or if the value of a single item exceeds \$1,000. If so, the RMFC disposes of the property in the priority set forth below. If not, the RMFC, in coordination with the respective activity manager, selects from the methods in paragraph 6.3.1.5 below. For items that are not fully depreciated, refer the selected disposal method through the NAFs Council for installation commander approval. Use the disposal method which maximizes the economic return to the owning NAFI. All motor vehicles will be disposed of by sealed bid or announced auction, except for transfer to another NAFI, when this is economically advantageous to both the transferring and receiving NAFI. This provision does not apply in the case of base closures. In such cases, the priorities set forth below apply. (See AFJI 34-122, *Civilian Nonappropriated Fund and Morale, Welfare, and Recreation Activities*, for how to dispose of base restaurant fund and civilian welfare fund property.) The RMFC records all transfers on AF Form 2534, **NAF Property Disposal/Transfer Receipt** (see AFMAN 34-414, *Procedures for NAF Financial Accounting and Management*, for form preparation instructions).

6.3.1. Serviceable property that is recorded as a capital asset:

6.3.1.1. Trade it in for credit towards the purchase of a new similar item when this is in the best interests of the owning NAFI.

6.3.1.2. Transfer it to other AF NAFIs on the installation on a reimbursable basis. (See AFI 34-201, *Use of Nonappropriated Funds {NAFs}*.)

6.3.1.3. Transfer it to other NAFIs in the MAJCOM on a reimbursable basis. (See AFI 34-201.) (In the case of aero club aircraft, all proposed disposal actions must be approved by HQ AFSVA/SVPAR.)

6.3.1.4. Transfer it to other NAFIs in the AF on a reimbursable basis. Notify other bases using AIG 8678 message. (See AFI 34-201.) (In the case of aero club aircraft, all proposed disposal actions must be approved by HQ AFSVA/SVPAR.)

6.3.1.5. Transfer it under 6.3.1.5.1, 6.3.1.5.2, or 6.3.1.5.3 below using the procedure that best serves the interests of the owning NAFI.

6.3.1.5.1. Transfer it with the assistance of the servicing DRMO following this procedure:

- When the DRMO identifies a potential acquirer, the DRMO notifies the owning NAFI.
- The RMFC starts the negotiations.
- The owning NAFI and the acquirer agree on the property's estimated fair market value. (In the case of aero club aircraft, all transfers will be at the fair market value provided by HQ AFSVA/SVPAR unless an exception is granted by HQ AFSVA/SVPAR.)
- The owning NAFI receives the proceeds from the transfer.

6.3.1.5.2. Sell it without DRMO involvement through sealed bid or announced auction. The SV commander or division chief appoints an auctioneer or authorizes the hiring of a professional auctioneer. (In the case of aero club aircraft, all transfers will be at the fair market value provided by HQ AFSVA/SVPAR unless an exception is granted by HQ AFSVA/SVPAR.)

6.3.1.5.3. Use competitive sales negotiations, in which case:

- The servicing Staff Judge Advocate and installation contracting offices provide necessary advice and assistance to protect the NAFI's interests and ensure no one misuses the procedure. (In the case of aero club aircraft, all transfers will be at the fair market value provided by HQ AFSVA/SVPAR unless an exception is granted by HQ AFSVA/SVPAR.)

6.3.1.6. Turn it in to DRMO for disposal according to the guidance in AFMAN 23-110, *USAF Supply Manual* (formerly AFM 67-1).

- The owning NAFI receives 100 percent of the proceeds when DRMO sells the property.

6.3.1.7. Have the owning NAFI sell it through sealed bid or announced auction if this method is in its best interests, in which case:

- The SV commander or director may appoint an auctioneer.
- The appropriate personnel may hire a professional auctioneer.

6.3.1.8. Use competitive sales negotiations if the sealed bid or auction procedure is not in the owning NAFI's best interests, in which case:

- The servicing Staff Judge Advocate's office provides necessary advice and assistance to protect the NAFI's interests and ensure no one misuses the procedure.
- The base contracting office provides necessary advice and assistance to protect the NAFI's interests and ensure no one misuses the procedure.
- The appropriate personnel prepare a certificate identifying the property and disposal method.
- The RMFC signs the certificate.
- The appropriate personnel file the certificate and the receipt from the buyer.

6.3.2. For all other serviceable furnishings, fixtures, equipment, and supplies not covered by paragraph 6.3.1, select the method in paragraph 6.3.1.5 which best serves the interests of the owning NAFI.

6.3.3. Unserviceable Property:

6.3.3.1. The SV commander or division chief may authorize the RMFC to dispose of unserviceable property.

6.3.3.2. Record and retain this authorization in the life-of-the-fund file for the NAFI involved.

6.3.3.3. Dispose of the property under any of the methods in paragraphs 6.3.1 except by reimbursable or nonreimbursable transfer to other NAFIs in the MAJCOM or Air Force, or choose whichever of the following options is in the best interests of the owning NAFI:

- Making it available for use in instructional programs that are part of Air Force Skills Development activities.
- Turning it over to the local Qualified Recycling Program.

**NOTE:**

Dispose of unserviceable slot machines according to AFMAN 34-129, *Air Force Slot Machine Controls and Procedures*.

6.3.3.4. You may also choose whichever of the following options is in the best interests of the owning NAFI:

- Making it available for use in instructional programs that are part of Air Force Skills Development activities.
- Turning it over to the local QRP.

**NOTE:**

Dispose of unserviceable slot machines according to AFMAN 34-129, *Air Force Slot Machine Controls and Procedures*.

**6.4. Transferring NAF Property On and Off Base:**

6.4.1. The appropriate screening or disposing authority approves each transfer.

6.4.2. The RMFC records all transfers on AF Form 2534, **NAF Property Disposal/Transfer Receipt**.

6.4.3. The Chief, LSS, prepares and distributes a DD Form 1149, **Requisition and Invoice/Shipping Document**. The LSS may also assist in the physical shipment of the items.

## Chapter 7

### VEHICLE SUPPORT

#### 7.1. Controlling, Using, and Disposing of Vehicles:

- 7.1.1. The vehicle operations officer (VOO) is responsible for the status, use, and disposition of APF vehicles.
- 7.1.2. The SV commander or director, through a letter to the chief of transportation, designates the Chief, LSS, as the VCO.
- 7.1.3. The VCO serves as the contact between work centers and the base VCOs for all permanently assigned vehicles.

#### 7.2. APF Vehicle Support. AS 019 specifies APF core vehicle authorizations on permanent dispatch for SV activities.

- 7.2.1. You may satisfy all other vehicle support for Category A and B activities and congressionally approved Category C activities at remote or isolated locations not specified in TA 012 by using base vehicle operations repetitive use (dispatch) vehicles. (See AFI 65-106, *Appropriated Fund Support of Morale, Welfare and Recreation Programs and Nonappropriated Fund Instrumentalities*.)
- 7.2.2. You may provide transportation support for activity-sponsored trips, on a reimbursable or non-reimbursable basis, when you have vehicles available and can provide them without detriment to the mission. (See figure 7.1 for a list of authorized activities.) The SV commander or director, chief of transportation, and installation commander approve all requests for such support.

#### Figure 7.1. SV Activities Transportation Support (Reimbursable Versus Nonreimbursable).

**Reimbursable Transportation.** You must reimburse with NAFs for transportation when it is for revenue generating activities, special activities such as scouting programs (when not part of base youth activities), and private organizations (as outlined in AFI 34-123, *Private Organizations Program*).

**Nonreimbursable Transportation.** You may use this transportation for:

- SV functional staffs engaged in routine support of official SV command and control supervisory or functions.
- Command or base-sponsored varsity teams composed of personnel who officially represent the installation in scheduled events.
- Military personnel or family member spectators attending local events in which a command or base-sponsored team is participating.
- Entertainers, guests, and their supplies and equipment essential to morale and welfare programs.
- Civilian groups transported to military installations in the interest of community relations when officially
- invited by the installation commander or other competent authority. Transportation support of community relations programs is provided according to AFD 35-2, Public Communication Programs.
- Base-sponsored tours and trips when operated on a nonprofit basis.

- Special activities such as scouting programs when part of the base youth activities.
- Child Development Program-sponsored activities. Does not include transportation from on or off-base housing areas to the Child Development Center.

### **7.3. NAF, Confiscated, and DRMO-Acquired Vehicle Support:**

7.3.1. Activities not authorized to use APF vehicles may use NAF, confiscated, and DRMO-acquired vehicles for official use (AFI 34-201, *Use of Funds*).

7.3.2. You must turn in confiscated and DRMO-acquired vehicles to the nearest DRMO when they are no longer serviceable or required.

7.3.3. The Chief, LSS, on each base establishes criteria for measuring utilization information (miles, hours, passengers, equipment, supplies, materials, number of trips, and so forth) to ensure vehicles are needed and perform effectively and efficiently.

7.3.4. The SV Commander or director serves as the vehicle authorization utilization officer (VAUO) for all NAF, confiscated, and DRMO-acquired vehicles. The VAUO:

- Determines the proper mix of vehicles to support the mission.
- Reviews and validates vehicle requirements, change requests, assignments, and uses.
- Approves or disapproves all increases or decreases in vehicle authorizations.

7.3.4.1. Determines the proper mix of vehicles to support the mission.

7.3.4.2. Approves or disapproves all increases or decreases in vehicle authorization.

7.3.4.3. Establishes an annual review of the SV Vehicle Program to include:

7.3.4.3.1. Vehicle utilization rates.

7.3.4.3.2. Accumulated maintenance costs of NAF and DRMO vehicles.

7.3.4.3.3. Current resale value.

7.3.4.3.4. Current and projected vehicle requirements.

7.3.4.4. Utilizes sealed bid or announced auction for disposal of NAF vehicles except as provided in 6.3 above. Appoints an auctioneer or authorizes the hiring of a professional auctioneer.

7.3.4.5. Conducts an economic analysis to determine the cost effectiveness of purchasing initial or replacement vehicles (will ensure the SV Activity manager includes the value of vehicle sales in vehicle replacement justifications).

7.3.4.6. Reviews and validates vehicle requirements, change requests, and assignments with emphasis on maximizing and consolidating vehicle usage.

7.3.4.7. Implements disposal action on vehicles driven less than 2,000 miles per year.

7.3.5. The Chief, LSS, serves as the VCO for NAF, confiscated, and DRMO-acquired vehicles.

7.3.6. The SV VCO regulates vehicle use, safety, security, control, inspection, and maintenance. The minimum standards are the same as those for APF vehicles.

**NOTE:**

Vehicles and boats are exempt from state and local taxes.

7.3.7. All motor vehicles, boat trailers, recreational vehicles, snowmobiles, and recreational trailers, whether owned by a NAFI or on loan from the APF, must comply with all base, Federal, State, and local rules and regulations for registration, inspection, and licensing.

**7.4. Driver Licensing:**

7.4.1. AFI 24-301, *Vehicle Operations*, governs the issuing of licenses, maintenance records, and training. Organizations using NAF vehicles must provide training using AFI 24-301 and AFMAN 24-309, *Vehicle Operations*, as guides.

7.4.2. To operate NAF, confiscated, and DRMO-acquired general-purpose vehicles of 14,000 pounds gross vehicle weight (GVW) or less, military and civilian personnel only need to have a valid motor vehicle license issued in any of the 50 states, the District of Columbia, Puerto Rico, or a similar licensing jurisdiction. You must have an additional United States (US) Government license in those overseas areas where a Status of Forces Agreement requires such a license.

7.4.3. To operate NAF general-purpose vehicles over 14,000 pounds GVW and NAF special-purpose vehicles, you must have a valid AF Form 2293, **US Air Force Motor Vehicle Operator Identification Card**, or an Optional Form (OF) 346, **US Government Motor Vehicle Operator Identification Card**. In addition you must attend Traffic Safety Courses I and II (AFI 91-407) and undergo advanced operator training.

**7.5. Vehicle Accountability.** The VCO maintains jacket file folders for all assigned NAF, confiscated, and DRMO-acquired vehicles.

7.5.1. The SV commander or director may appoint the Chief, LSS, as the property custodian for NAF-acquired vehicles.

7.5.2. The folder for each vehicle must contain an approved DRMO or confiscated vehicle requisition form, information concerning the vehicle's use, and the vehicle's maintenance records, including all repair costs and mileage of vehicle at the time of repair.

**7.6. Vehicle Licensing.** This AFI covers the licensing of all NAF, confiscated, or DRMO-acquired vehicles in the US and overseas, unless superseded by treaties or agreements between the US and foreign governments.

7.6.1. You may issue state license plates when these plates are issued at no cost to SV. Otherwise, and in regions or countries that don't require area licenses, assign each vehicle an applicable NAFI property number:

7.6.2. Assign each vehicle an applicable NAFI property number for licensing purposes only.

- Use a three-letter, three-number combination.
- Use one locally manufactured, durable 6- by 12-inch license plate.

7.6.3. Locally manufactured plates must be one of three colors: white with blue numbers and letters, for all blue and commercial-colored vehicles; olive drab with black numbers and letters, for all olive



drab, camouflage, yellow and lime yellow-colored vehicles; or desert sand with black numbers and letters, for all desert sand-colored vehicles.

7.6.4. Display plates on the rear of each vehicle as shown in figure 7.2.

**Figure 7.2. NAF, Confiscated, and DRMO-Acquired Vehicle Identification.**

**License Plate Identification:**

Service Designation	US AIR FORCE	(1/2-inch lettering across the top)
Property Number	SVS 411	(1 3/4-inch lettering)

OFFICIAL USE ONLY      1/4-inch lettering across the bottom)

**Vehicle Door Identification.** Identifying NAF, Confiscated, and DRMO-acquired Vehicles. The identification below is optional; however, if used, you must apply it to the front doors on all vehicles, centering each line. For vans and panel trucks, you may apply the lettering on the side panels.

SERVICES

(or)

SVS

(or)

LOGO OR CREST

(containing the preceding words or letters)

and

NAME OF INSTALLATION

**7.7. Fuel, Oil, and Lubricants.** You may use commercial credit cards to buy fuel, oil, and lubricants for NAF, confiscated, and DRMO-acquired vehicles.

7.7.1. The resource management flight chief (RMFC) establishes procedures for buying fuel, oil, and lubricants. These procedures include setting up the proper accounts for APF and NAF fuel purchases and making base fuel and GSA credit cards available to authorized SV work centers.

7.7.2. Do not buy public liability insurance unless required by foreign law or approved by the Risk Reduction Division, HQ AFSVA/SVQR.

7.7.3. Issue Government (base) fuel, oil, and lubricants for NAF and DRMO-acquired vehicles used for SV activities on a tax-exempt, NAF-reimbursable basis.

7.7.4. For watercraft and recreational vehicles:

- Do not issue Government fuel except on a tax-exempt, NAF-reimbursable basis when no exchange outlet is available.
- Accept base fuel cards and GSA credit cards.

**7.8. Maintenance.** Use NAFs to maintain all NAF, confiscated, and DRMO-acquired vehicles in good condition.

**7.9. Controlling Recreational Vehicles.** The SV equipment checkout and rental center controls all recreational vehicles, trailers, watercraft, snowmobiles, and comparable self-propelled vehicles. This work center also ensures these vehicles are mechanically safe. The minimum safety standards are the same as for other Government vehicles.

## Chapter 8

### AIR FORCE RECYCLING PROGRAM

**8.1. AF Recycling Program Goal.** The goal of Air Force recycling is solid waste reduction, pollution prevention, and conservation of natural resources.

8.1.1. Each installation (worldwide) is responsible for having a QRP.

8.1.2. Guidance for the installation QRP is found in AFI 32-7080, *Pollution Prevention Programs*.

**8.2. SV Participation.** Installation commanders will determine the best methods for meeting the AF goals identified in AFI 32-7080. The base SV may assist in accomplishing those responsibilities under the following conditions:

- Any NAF involvement must be self-sustaining. Cease any such involvement if it cannot break-even.
- NAF personnel and equipment (funded by the installation MWR fund) may be used to conduct the program. However, NAF resources will not be used to subsidize the QRP.

8.2.1. In such cases, the SV-operated activities will:

- Be operated under the QRP and be managed by the recreation support flight.
- Follow up with DRMO to track revenue received from sales and prepare an annual NAF recycling budget including cost of equipment, wages, administration, and other operational costs.

8.2.2. The RMFC oversees revenue received from the accounting and finance office and serves as custodian of the recycling funds transferred to the installation MWR fund.

8.2.3. MAJCOMs may not access or otherwise cause the diversion of recycling net proceeds transferred or to be transferred to the installation MWR fund.

8.2.4. The Air Force does not authorize QRP operations that are not SV-operated NAF funding.

PATRICK O. ADAMS, Brig General, USAF  
Director of Services

## **Attachment 1**

### **BASIC TABLES OF ALLOWANCE (TA) OF IMPORTANCE TO SERVICES MANAGERS**

**TA-001**, Master Equipment Management Index (MEMI). Lists all items shown in all other TAs.

**TA-002**, Allowances Notice Monthly Update. Used to change and update all other Air Force TAs.

**TA-006**, Organization and Administrative Equipment. Prescribes desks, chairs, typewriters, calculators, and other administrative equipment support items.

**TA-012**, Vehicles. Prescribes vehicle allowance for Air Force bases, organizations, and functions.

**TA-016**, Special Purpose Clothing and Personal Equipment. Prescribes special purpose clothing allowance for organizations and functions.

**TA-403**, Common Tools and Hardware. Prescribes a complete range of common and special tools and general purpose tool kits.

**TA-405**, Funeral Service Organizational Support Equipment and Supplies. Prescribes mortuary supplies and equipment.

**TA-410**, SV and Physical Training. Prescribes the complete range of recreational and SV support and operational equipment for Category A, B, and congressionally approved remote or isolated locations.

**TA-414**, Quarters Furniture. Prescribes billeting furniture.

**TA-429**, Prime Beef Teams. Prescribes allowances for Prime RIBS and home station training equipment.

**TA-454**, Libraries/Service Centers. Prescribes equipment allowances in support of technical, base, or branch libraries.

**TA-504**, Food SV. Prescribes a complete range of equipment for food service at Air Force bases, stations, AC&W sites, off-base isolated activities, and units.

**TA-534**, Laundry and Dry Cleaning. Prescribes allowances for laundry and dry cleaning facility/service.

**TA-929**, Force Beddown (Housekeeping) Set (WRM Program). Prescribes allowances for equipment and furnishings for WRM prepositioning.

## Attachment 2

### IC 97-1 TO AFI 34-204, AIR FORCE SERVICES LOGISTICS SUPPORT PROGRAM, 19 JULY 1994

#### *SUMMARY OF REVISIONS*

This change incorporates interim change (IC) 97-1 which provides guidance for Air Force Services (SV) Vehicle Management. Paragraphs 1.2.4 added bullets require the SV commander/division chief to budget for planned annual vehicle replacement, to perform an annual review of the vehicle program, and to ensure proper use of the nonappropriated fund (NAF) property system for its intended purposes. Paragraph 6.3 changes the priority order of property disposal methods and implements vehicle disposal by sealed bid or announced auction. Paragraph 7.2 changes TA 012 to read AS 019, and adds “core” to vehicle authorizations. Paragraph 7.3.4 bullets changed to numbers 7.3.4.1 through 7.3.4.3. Paragraphs 7.3.4.3.1 through 7.3.4.7 added to require the Vehicle Authorization Utilization Officer (VAUO) to conduct an annual review of the SV Vehicle Program with specific review criteria to review and dispose of vehicles used less than 2,000 miles per year.

Paragraph 1.2.4 added:

- Budgets for planned annual replacement of NAF vehicles.
- Establishes an annual review of the SV Vehicle Program to update replacement planning documents and budgets.
- Ensures vehicle maintenance and inspections are scheduled, performed, and documented as required.
- Ensures the Vehicle Control Officer (VCO) oversees required inspection and maintenance activities.
- Ensures activities inform the VCO of last date of inspection and date of next inspection.
- Ensures proper use and administration of the NAF property system for its intended purpose.
- Requires all NAF, appropriated fund (APF) and Defense, Reutilization, and Marketing Office (DRMO) vehicles to be recorded on the automated vehicle management system. Includes NAF and DRMO vehicles with a zero book value.

**6.3. Disposing of Unneeded NAF Property.** When serviceable or unserviceable items are not needed, dispose of them promptly. When disposing of serviceable property, first consider whether or not it should be used as a trade-in on the purchase of a new or similar item (see paragraph 6.3.1.1 below). When trade-in is not in the best interest of the owning NAFI, the Resource Management Flight Chief (RMFC) first determines if the items for disposal (furniture, fixtures, or equipment) are available in a large enough quantity to be useful to another base or if the value of a single item exceeds \$1,000. If so, the RMFC disposes of the property in the priority set forth below. If not, the RMFC, in coordination with the respective activity manager, selects from the methods in paragraph 6.3.1.5 below. For items that are not fully depreciated, refer the selected disposal method through the NAFs Council for installation commander approval. Use the disposal method which maximizes the economic return to the owning NAFI. All motor vehicles will be disposed of by sealed bid or announced auction, except for transfer to another NAFI, when this is

economically advantageous to both the transferring and receiving NAFI. This provision does not apply in the case of base closures. In such cases, the priorities set forth below apply. (See AFJI 34-122, Civilian Nonappropriated Fund and Morale, Welfare, and Recreation Activities, for how to dispose of base restaurant fund and civilian welfare fund property.) The RMFC records all transfers on AF Form 2534, **NAF Property Disposal/Transfer Receipt** (see AFMAN 34-414, *Procedures for NAF Financial Accounting and Management*, for form preparation instructions).

6.3.1. Serviceable property that is recorded as a capital asset:

6.3.1.1. Trade it in for credit towards the purchase of a new similar item when this is in the best interests of the owning NAFI.

6.3.1.2. Transfer it to other AF NAFIs on the installation on a reimbursable basis. (See AFI 34-201, *Use of Nonappropriated Funds {NAFs}*.)

6.3.1.3. Transfer it to other NAFIs in the MAJCOM on a reimbursable basis. (See AFI 34-201.) (In the case of aero club aircraft, all proposed disposal actions must be approved by HQ AFSVA/SVPAR.)

6.3.1.4. Transfer it to other NAFIs in the AF on a reimbursable basis. Notify other bases using AIG 8678 message. (See AFI 34-201.) (In the case of aero club aircraft, all proposed disposal actions must be approved by HQ AFSVA/SVPAR.)

6.3.1.5. Transfer it under 6.3.1.5.1, 6.3.1.5.2, or 6.3.1.5.3 below using the procedure that best serves the interests of the owning NAFI.

6.3.1.5.1. Transfer it with the assistance of the servicing DRMO following this procedure:

- When the DRMO identifies a potential acquirer, the DRMO notifies the owning NAFI.
- The RMFC starts the negotiations.
- The owning NAFI and the acquirer agree on the property's estimated fair market value. (In the case of aero club aircraft, all transfers will be at the fair market value provided by HQ AFSVA/SVPAR unless an exception is granted by HQ AFSVA/SVPAR.)
- The owning NAFI receives the proceeds from the transfer.

6.3.1.5.2. Sell it without DRMO involvement through sealed bid or announced auction. The SV commander or division chief appoints an auctioneer or authorizes the hiring of a professional auctioneer. (In the case of aero club aircraft, all transfers will be at the fair market value provided by HQ AFSVA/SVPAR unless an exception is granted by HQ AFSVA/SVPAR.)

6.3.1.5.3. Use competitive sales negotiations, in which case:

- The servicing Staff Judge Advocate and installation contracting offices provide necessary advice and assistance to protect the NAFI's interests and ensure no one misuses the procedure. (In the case of aero club aircraft, all transfers will be at the fair market value provided by HQ AFSVA/SVPAR unless an exception is granted by HQ AFSVA/SVPAR.)

6.3.1.6. Turn it in to DRMO for disposal according to the guidance in AFMAN 23-110, USAF Supply Manual (formerly AFM 67-1).

- The owning NAFI receives 100 percent of the proceeds when DRMO sells the property.

6.3.2. For all other serviceable furnishings, fixtures, equipment, and supplies not covered by paragraph 6.3.1, select the method in paragraph 6.3.1.5 which best serves the interests of the owning NAFI.

### 6.3.3. Unserviceable Property:

- 6.3.3.1. The SV commander or division chief may authorize the RMFC to dispose of unserviceable property.
- 6.3.3.2. Record and retain this authorization in the life-of-the-fund file for the NAFI involved.
- 6.3.3.3. Dispose of the property under any of the methods in paragraphs 6.3.1 except by reimbursable or nonreimbursable transfer to other NAFIs in the MAJCOM or Air Force, or choose whichever of the following options is in the best interests of the owning NAFI:
  - Making it available for use in instructional programs that are part of Air Force Skills Development activities.
  - Turning it over to the local Qualified Recycling Program.

**NOTE:** Dispose of unserviceable slot machines according to AFMAN 34-129, *Air Force Slot Machine Controls and Procedures*.

**7.2. APF Vehicle Support.** AS 019 specifies APF core vehicle authorizations on permanent dispatch for SV activities.

- 7.3.4.1. Determines the proper mix of vehicles to support the mission.
- 7.3.4.2. Approves or disapproves all increases or decreases in vehicle authorization.
- 7.3.4.3. Establishes an annual review of the SV Vehicle Program to include:
  - 7.3.4.3.1. Vehicle utilization rates.
  - 7.3.4.3.2. Accumulated maintenance costs of NAF and DRMO vehicles.
  - 7.3.4.3.3. Current resale value.
  - 7.3.4.3.4. Current and projected vehicle requirements.
- 7.3.4.4. Utilizes sealed bid or announced auction for disposal of NAF vehicles except as provided in 6.3 above. Appoints an auctioneer or authorizes the hiring of a professional auctioneer.
- 7.3.4.5. Conducts an economic analysis to determine the cost effectiveness of purchasing initial or replacement vehicles (will ensure the SV Activity manager includes the value of vehicle sales in vehicle replacement justifications).
- 7.3.4.6. Reviews and validates vehicle requirements, change requests, and assignments with emphasis on maximizing and consolidating vehicle usage.
- 7.3.4.7. Implements disposal action on vehicles driven less than 2,000 miles per year.